



GENERAL SERVICES, DEPARTMENT OF **CAREER EXECUTIVE ASSIGNMENT** **EXAMINATION ANNOUNCEMENT** **CANCELLED**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| DEPARTMENT: | GENERAL SERVICES, DEPARTMENT OF | RELEASE DATE: | Monday, March 29, 2010 |
| POSITION TITLE: | Policy Deputy, Division of the State Architect, CEA 3 | FINAL FILING DATE: | Thursday, April 22, 2010 |
| CEA LEVEL: | CEA 3 | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$ 8,594.00 - \$ 9,476.00 / Month | BULLETIN ID: | 03292010_5 |

POSITION DESCRIPTION

The Real Estate Services Division (RESA), the largest division within the Department of General Services (DGS), consists of five branches dedicated to providing services to all state agencies in the areas of asset planning and enhancement, property sales and acquisition, project management, architectural and engineering, property management and building maintenance, construction management, environmental assessment, and leasing and planning. The Professional Services Branch (PSB) provides a diversified, full-service real estate delivery system, including: architectural and engineering services; space planning and interior design; leasing and lease management; appraisal, acquisition and surplus property services; environmental services; and special programs such as hazardous material investigation and remediation and seismic retrofit of buildings.

Under general direction of the Assistant Deputy Director of RESA, the CEA, Chief of PSB is responsible for: providing policy and procedural advice to the DGS Policy Executive Committee; developing and implementing new policy and procedures; managing and administering a zero-based operating budget of \$42 million and a multidisciplinary professional staff of over 380 employees; advising DGS Management on proposed legislation that may impact real estate services in California; ensuring quality real estate services delivery for complex and/or sensitive design and construction projects of over 20 million square feet of leased space and over 2000 projects annually to over 120 department and agencies statewide; and representing the Department at Agency and acting as a consultant for other agencies with the Legislature, Department of Finance (DOF), and at public hearings.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had

permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Experience at the managerial level in leadership of a large, multi-functional organization working with professional and administrative staff.
- Experience at the managerial level applying the principles and practices of real estate management.
- Experience at the managerial level integrating the activities of a diverse program to attain common goals.
- Experience at the managerial level evaluating Branch and/or Divisional issues, considering overall implications, and developing policy recommendations.
- Experience at the managerial level in conflict resolution associated with disagreements between and/or among multiple external stakeholders at various levels.
- Experience at the managerial level working with the budget process and monitoring the budget of a statewide operation of at least \$5 million.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Policy Deputy, Division of the State Architect, CEA 3**, with the **GENERAL SERVICES, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed below, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

All applicants will be notified of the results. The results of this examination may be used to fill

subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

FILING INSTRUCTIONS

- Applications submitted without a Statement of Qualifications will be rejected from this examination.
- Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

GENERAL SERVICES, DEPARTMENT OF, DIVISION OF THE STATE ARCHITECT
707 3RD STREET, WEST SACRAMENTO, CA 95605
TERRY FLORES | 916 376 5443 | terry.flores@dgs.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The GENERAL SERVICES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>